

- Send new, renewed and canceled membership communication letters and emails
- Revise and update membership lists and collateral
- Assist in research of new membership prospects
- Assist in researching potential grant opportunities and prepare supporting documents needed for applications
- Assist with CBCA participation in Colorado Gives Day
- Track in-kind contributions

Board

- Coordinate logistics for meetings including room reservations, technology needs and catering
- Compile board materials and participate in board meetings
- Record Board meeting minutes
- Assist in tracking board member gifts and event participation

REQUIREMENTS & QUALIFICATIONS

- Proven experience in prior administrative roles
- Excellent organizational skills and attention to detail
- Ability to multitask and meet multiple deadlines
- Experience in accurate and efficient data entry
- Proficiency in MSOffice (Outlook, Word, PowerPoint and Excel). Experience with QuickBooks, WordPress and Salesforce (or similar CRM) is preferred
- Strong written and verbal communication skills
- Can be successful working both independently and collaboratively
- Must have a customer service orientation and professional demeanor
- Previous experience working in a non-profit or cultural institution a plus

This is a full-time position plus benefits.

To apply, please send the following materials to main@cbca.org by end-of-day on Monday, November 18.

- Cover Letter
- Resume
- Salary Requirements

Include “Administrative Assistant” in the subject line of the email.

No phone calls, please.